

### Camp Policy

#### Rationale

School camps shall be designed to enhance the educational program of the College. By definition, a camp is any activity involving staying away from home at night. Camps provide the opportunity for students to be involved with educational, spiritual and life experiences in a controlled environment that they may not normally encounter outside of school life.

#### Policy

To develop faith, spirituality, confidence, independence, knowledge, skills and leadership, the College organises:-

- An adventure camp for Year 9 students.
- A retreat for Year 12 students
- An 'optional' retreat for Year 11 students
- A leadership camp for Year 12 Captains
- Sporting or Performing Arts camps for groups or teams
- Subject camps as deemed desirable
- Year 7 Camp
- Duke of Edinburgh Outdoor Camps

As part of the ethos of the school, it is important that camps incorporate Catholic practices, including daily prayer and liturgical celebration, as appropriate.

In consideration of the financial burden on families of sending students to camps, families are billed for these with their fees. Therefore long-term prior planning by co-ordinating staff is required.

When undertaking all school-related activities, the safety of students, staff and assisting adults is of paramount importance at all times. For teachers organising activities involving aquatic activities, it is essential that they consult the CEO document entitled "School Camps and Excursions – guidelines for Catholic Schools".

Adequate staffing levels relevant to the activities undertaken whilst students are on camp must also be adhered to. Co-ordinating staff will consult with the Deputy Principal in order to ensure suitably qualified staff are in attendance.

Finally, while on camp, duty of care responsibilities are required of staff on a 24 hour a day basis. In order to safeguard the safety of students, staff, supervisors and parent helpers taking part in any school camp, may not, at any time of its duration consume alcohol.

#### Principles

In planning a proposal for a camp, co-ordinators must take into consideration the following principles:

- The camp must have the approval of the Principal before the commencement of planning details or promotion.
- The camp must include specified learning outcomes, a detailed timetable of activities, thorough prior risk management planning (site-specific and activity-specific), suitably qualified adult supervision including appropriate gender balance and staff/student ratios, and an emergency response plan.
- No student will be excluded from a camp due to disability. However, in assessing student capabilities, safety and comfort as part of an overall risk management plan, it may be necessary to either modify the activities or provide an alternative educational experience, if possible.
- Camps are generally self-supporting in terms of accommodation, catering, transport and 'costs of activities'. The College will support staffing costs and these are included in the yearly College relief teaching budget. Costs will not be supplemented by fundraising. However, no students will be excluded from a camp due to financial reasons, and special provisions can be made by the organiser consulting with the Business Manager.

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- The Year 7 camp, the Year 9 Adventure camp and the Year 12 Retreat are an essential part of the College's educational program and are therefore compulsory for all students for their duration. This is well publicised in all documents produced by the College.
- Other subject-specified camps (eg. Outdoor Education) are part of the Curriculum and are, therefore, compulsory for these enrolled students. Again, the dates for these camps should be well publicised and students are to be made aware of their compulsory attendance before selecting the course.
- Other camps may have selection criteria, usually based on performance and attendance at prior activities (eg. Athletics Camp, Choir Camp) and/or maximum numbers allowed.
- All necessary documentation, including parental/guardian consent forms and medical forms, will be collected before student departure to camps. The Emergency Response Plan will be submitted to the Deputy Principal before departure.
- The date/s for the camps will be publicised in the Annual College Calendar. As such, confirmation from the Principal needs to occur in the year prior to the camp occurring.

### Procedures

Subject or Co-curricular Camps should be discussed with the Head of Learning Area prior to a request for approval. Aspects to bear in mind during these initial planning stages include:

- Purpose of the Camp.
- Need for activities to take place at a residential camp. Could they be completed adequately at school, or a venue close by?
- Cost to parents. Consider that travelling costs can add a large amount to overall cost, so consider closer venues.
- Availability of adequate and suitably qualified staff (see Supervising Adults - Qualifications and Ratios below).
- Well-planned catering for accommodation and food.

An official College Excursions and Camps "Request for Planning Approval" will be submitted to the Deputy Principal for endorsement prior to detailed plans being implemented.

With requests for camps this Form must be received no later than the end of Term 3 in the year prior to the camp, so that appropriate notification and planning can take place.

Once the Deputy Principal has approved the camp in principle, a detailed program with all procedural requirements is then submitted to the Principal for final approval. If final approval is received, then the co-ordinator of the camp will need to finalise all preparations for camp.

Camp structure, format, timetable, locations and transport details must be given to students and their families prior to the camp. A "Parental Consent Form" including the parent/guardian's signature, agreeing to all details contained in the camp information document, as well as a signed 'Medical Authorisation' Form **must be obtained from parents before students depart for the camp**. Students are not permitted to leave the College without these signed forms.

### Supervising Adults – Qualifications and Ratios

Staff/student ratios and staff qualifications are determined by the activities undertaken during a camp. The gender balance must also be determined for the supervision of male and female students. At least one adult attending the camp must have a current Senior First Aid Certificate.

Specific details pertaining to activities involving **any AQUATIC ENVIRONMENT** (eg. pools, rivers, oceans, etc) are outlined in the "CEO Schools, Camps & Excursions : Guidelines for Catholic Schools" document, and it is essential that any adult supervising students in water-based activities is made aware of the relevant information prescribed in these guidelines.

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Any teacher/s assisting adult/s / instructor/s involved in the supervision of any aquatic activity must be able to demonstrate appropriate skills and abilities in that environment and in the use of necessary equipment to effect the rescue of student(s). **At least one teacher/assisting adult/instructor supervising aquatic activities must hold one of the following accreditations:**

- The Royal Life Saving Society – Bronze Medallion; and/or
- The Surf Life Saving – Surf Rescue Certificate

Recommended accredited teacher/assisting adult/instructor: student ratio for particular aquatic environments are:

**Open Water Environment** (seaside venue, flowing river, beach/surf venues):

Secondary students (13 to 18 years approximately) – up to **1:12**

**Closed Water Environment** (swimming pools, sheltered coastal or river venues):

Secondary students – up to **1:32**

**Recommended teacher : student ratios for particular aquatic activities are:**

- Swimming and Water Safety Instruction (in-term swimming lessons) up to 1:32 for secondary school students;
- Competitive swimming (carnivals intra and interschool, triathlon) up to 1:32;
- Outdoor pursuits/physical recreation and sport (water polo, wave skiing, surfboard riding, life saving classes) up to 1:12;
- Excursions (including celebrations and end-of-year reward days, school picnics, biology excursion to Rottnest Island) up to 1:12.
- Outdoor education eg
  - canoeing (closed water) 1:12
  - canoeing (open water) 1:8
  - sailing 1:18 (assuming swimming proficiency and knowledge of boat craft)
  - snorkelling in a pool 1:22 (in the water one at a time)
  - snorkelling in sheltered water 1:12
  - snorkelling in open water 1:10
  - snorkelling for night dives 1:4

Further details MUST be obtained from the CEO guidelines, but the recommended staff student ratios have been determined according to some of the following considerations:

- Type of activity
- Environment in which the activity is occurring
- Types of hazards inherent to the area
- Level of probability that the identified hazards may cause injury and the type of injury that may occur
- Minimum ability of the students
- Qualifications/experience of the leader and students.

This process of risk management aims to identify the potential risks a particular activity presents to students and leaders, thereby estimating the level of risk and developing appropriate responses that will either eliminate or control the risk to an acceptable level. Supervising staff would be advised to reject either an isolated or unknown area, or those areas that carry warning signs, or if they determine an area to be too dangerous or hazardous.

Other advice for the supervising instructor/s or adult/s includes:

- Check the swimming venue carefully, thereby determining suitability prior to the activity being undertaken.
- Check that a teacher/adult supervisor with rescue and resuscitation is on hand to react to any emergency situation within sight of all students in the water.
- The leader needs to determine the swimming ability of the student, particularly identifying students who lack strength and the ability to swim strongly and has knowledge of students with asthma or other health conditions and physical disabilities.

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- Employ safeguards that may restrict these students to shallow water
- Use buoyancy devices (eg rescue tubes and rescue boards)
- Implement a “buddy” system of pairing students
- Set boundaries and limitations that clearly define a swimming area. NB The whole swimming area must be in full view of the supervising adults.

The Royal Life Saving Society has developed a Multi Point Checklist to assist supervising staff, and is to be found in the "[CEO Schools, Camps & Excursions : Guidelines for Catholic Schools](#)".

Devise and submit an [Emergency Response Plan](#) that includes a communications strategy to the Principal with copies to other supervising adults.

### The plan should include:

- the location and phone numbers of the nearest doctor, hospital or medical centre, police station and other emergency services (eg. fire, ambulance). In general, emergency assistance should not be more than one hour away.
- the opening hours of the medical facilities, as well as alternative options should they be necessary.
- A medical file containing individual student information must be made available to supervising staff. Students "at risk" should be identified prior to the start of the camp.
- An adequate Medical Kit should be available on the camp, sufficient in number to cover all sub-groups, no matter how small.
- A list of names of supervising staff or adults who are qualified in one or all of the following:
  - Current Senior First aid Certificate
  - Bronze Medallion and/or the Surf Life Saving – Surf Rescue Certificates;
  - or are medically qualified (medical doctors or nurses)
- A list of camp site numbers, including individual supervising staff mobile phone numbers.
- School mobile phones with a spare battery to be taken.
- In the case of more remote locations – detailed actions should be logged with the WA Police Service or CALM Rangers.
- Specific locations of groups and times need to be included.

### Student Use of Prescribed Medication and Minor Analgesics

The College Drug Policy addresses the issues relevant to student use of prescribed medication and minor analgesics. The College prefers that students do not bring analgesics to the camp but, if absolutely necessary, then parents are recommended to supply one dosage only, which is to be recorded on the Medical Form.

The parents/guardians of students who are required to self-administer prescribed medication are to record all relevant specific details on the Medical Form, and parents will be asked to ensure their child is made aware of the potentials for harm or misuse of the drug. The student should bring dosage necessary for the duration of the camp.

Where a student is deemed incapable of self-administering prescribed medication, an appointment must be made with the Principal to discuss further procedures at the camp.

### Accidents/Injuries

- Treat all injuries as being major, unless you are absolutely certain of the injury ie. minor abrasions or burns can be treated from the Medical Kit.
- Any injury of an “internal” nature must be treated as being serious ie. a twisted ankle or knee, a knock to the head, an internal pain in the stomach, chest or ear must be dealt with through proper medical centres.
- **Do not make decisions based solely on student information.** Assume the worst and take appropriate action.

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### Action as a result of a major injury

- Take immediate appropriate action using **first aid** expertise available. Telephone the parents and seek instructions as to an appropriate course of action. Arrange for immediate transport to hospital or doctor's surgery. **As soon as possible**, contact the Principal or Deputy Principal and report details as fully as possible.
- Ensure that exact details of the accident are recorded on the Accident Report Form upon returning to school.
- **The College must be notified immediately upon confirmation of a major accident.** Once again, assume all accidents are major and check through correct medical channels.
- All students have insurance cover against an injury whilst on camp.

### Duty of Care

The school camp is an extension of the curriculum of the College, so the same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp.

Misbehaviour is not to be tolerated. Breaches of the Drug Policy or any other major breaches of the College rules will result in the removal of students from camp activities, parent contact and consequent removal of the students from the camp site. Parents are to be made aware of their responsibilities in that they may be needed to transport their child in such circumstances. In such severe circumstances, the Principal or a Deputy Principal must be contacted immediately. Minor misbehaviour should be dealt with by the camp staff.

While on camp, duty of care responsibilities are required of staff on a 24 hour a day basis. Therefore, staff, supervisors and parent helpers shall not be permitted to use alcohol, nor illegal substances, **at any time** during the camp.

Students **must be** under supervision **during** activities. Student "free time" **must be** structured and supervised.

Clear guidelines need to be set with regards to dormitory arrangements in a co-education setting for students and staff.

The following items must be available to camp staff during the entire camp:

- An up-to-date student camp list
- Emergency Response Plan
- A medical file giving information about individual students
- Medical Kit and Manual (sufficient for any sub-group)
- SHC Camp Policy and College contact numbers

### Prayer / Liturgical Celebration

Camp co-ordinators and staff are to ensure that an integral part of the camp program includes practices and opportunities for daily prayer, as well as other liturgical experiences.

### Transport

- Students shall be transported to and from camps in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
- The Principal shall ensure that the drivers of any vehicles are persons who act responsibly and give due regard to the safety and well-being of the students.
- All drivers shall have a current and appropriate driver's licence.

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### Financial Matters

Provision shall be made by the school so that no student is prevented from attending camps on financial grounds.

It is expected that the co-ordinator of the camp has budgeted appropriately for all costs in the camp. It is important to allocate a sum of money which is to be used for additional/emergency expenses. Any expenditure of this amount must be invoiced/receipted and accompanied by a clear explanation of usage.

Generally, the parents are invoiced for the cost of the camp at the start of the year. Please contact the Business Manager well in advance to arrange this.

Provide all necessary details to the Deputy Principal within one week of departure including:

- Student list (and copy to Student Admin)
- List of teachers requiring reliefs
- Emergency Response Plan
- Expected time of departure from the College, and arrival at school on the day of return.

### Photos

Camp Co-ordinators are asked to take a camera (and film) and to arrange to take photos covering various activities for use in the College Annual, Koorringal, or for possible use at Awards Night.

### The Right of Parents

Care shall be taken to protect the right of parents to decide whether or not to send their children to school camps. Where a decision is made for a child not to attend a school camp, the Principal will meet with the family in order to establish the reasons and possible consequences of non-attendance and, if necessary, will make arrangements for the child to attend school.

### And Finally.....

At the conclusion of the camp, an evaluation of the camp outcomes and activities shall occur with a detailed report to be submitted to the Principal. The report shall cover:

- the adequacy of the camp site/s;
- recommendations for the future use of the camp site/s;
- the overall management of the camp;
- an evaluation of all activities that occurred during the camp;
- any injuries that occurred;
- the achievement or otherwise of the outcomes of the camp;
- other information relating to specific incidents on the camp;
- any other information which may assist in the planning of future camps.